

PERSONNEL AND TRAINING BUREAU
PERSONNEL DIVISION

NOTICE

TO: All Commanding Officers

FROM: Commanding Officer, Personnel Division

**SUBJECT: CIVILIAN PAYGRADE ADVANCEMENT AND TRANSFER OPPORTUNITIES
NOTICE**



NOTIFICATION OF VACANCIES

Commanding Officers shall cause this notice of "Advancement and Transfer Opportunities" to be posted in a designated, conspicuous location on the divisional bulletin board for a one-week period and cause a copy to be placed in the Career Opportunities Binder.

Commanding Officers who have, or anticipate, a civilian vacancy must request an exemption to the freeze in order to fill the position through certification of an eligible list, interdepartmental transfer or paygrade advancement. To advertise for any civilian vacancy, a Request for Advertisement of Vacant Civilian Position, must be forwarded through the chain of command to Civilian Personnel Services Section, Personnel Division. Electronic forms for requesting advertisements can be requested from Civilian Personnel Services Section at (213) 485-4084.

Applicants with a medical limitation may, with reasonable accommodations, be capable of performing the essential duties of all/some of the positions in this advertisement. Such determinations will be made on an individual basis in light of the applicant's limitations, the requirements of the position, and the Department's ability to effect reasonable accommodations to the applicant's limitations.

NOTE: Effective immediately, to re-advertise for the following week, please notify Civilian Personnel Services Section at (213) 485-4084 by 12:00 noon on Wednesday of each week. If notification is not received by the deadline, your advertisement will be deleted.

TRANSFER INFORMATION DEADLINE – October 24, 2003
TRANSFER PUBLICATION DISTRIBUTION – November 11, 2003
TRANSFER EFFECTIVE DATE – November 16, 2003

THESE POSITIONS ARE EXEMPTED FROM THE MAYOR'S HIRING FREEZE

CLERK TYPIST

Van Nuys Area
(Records Unit)

AM Watch

Madelen Davis

(818) 756-8313

THESE POSITIONS ARE NOT EXEMPTED FROM THE MAYOR'S HIRING FREEZE

Assignment to the following positions through appointments from Civil Service list, promotion, reversion and paygrade advancement cannot be made without specific authorization from the Mayor. Only lateral transfers to these positions within the Department are exempt from the hiring freeze.

SENIOR SYSTEMS ANALYST I

Emergency Command Control Communications Systems Division	Day Watch	Elia Fernandez	(213) 847-4734
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SENIOR MANAGEMENT ANALYST I

Commission Investigation Division (Alarms Section)	Day Watch	Yolanda Mendo or Donna Munoz	(213) 473-5063
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Office of the Inspector General	Day Watch	Maria Heredia or Donna Munoz	(213) 473-5063
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Operations -Valley Bureau	Day Watch	Det. Neglia	(818) 756-8063
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MANAGEMENT ANALYST II

Continuing Education Division	Day Watch	Dawn Eck	(213) 485-3149
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Facilities Management Division	Day Watch	Cora Constantino	(213) 847-1439
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Hollenbeck Area (CAD Unit)	Day Watch	Elisa Torres	(323) 526-3010
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Operations-West Bureau	Day Watch	Renee Robinson	(213) 473-0277
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Pacific Area	Day Watch	Sgt. Reina	(310) 202-4571
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Personnel Division (Civilian Personnel Services Section)	Day Watch	Kathy Sheehan	(213) 485-4084
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Personnel Division (Medical Liaison Section)	Day Watch	Rachel Moody	(213) 485-4087
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Personnel Group	Day Watch	Sgt. Berglund or Gloria Eclipse	(213) 485-8890
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Recruitment and Employment Division (Two positions)	Day Watch	Patrick Woo	(213) 485-0570
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BACKGROUND INVESTIGATOR I

Personnel Division (Civilian Employment Unit)	Day Watch	Kathy Sheehan	(213) 485-4084
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PRINCIPAL CLERK POLICE III

Hollywood Area (Records Unit)	Day Watch	Priscilla Scimonetti	(213) 485-4301
77th Street Area (Records Unit)	Day Watch	Sue Arii	(213) 485-4185

MANAGEMENT ANALYST I

Chief of Support Services (Will consider Management Assistant or Management Aide in lieu)	Day Watch	Stephen Thorne	(213) 485-2902
Commission Investigation Division (Alarms Section (4/10 schedule available) (Will consider Management Assistant or Management Aide in lieu) (Three positions)	Day Watch	Yolanda Mendo or Donna Munoz	(213) 473-5063
Emergency Command Control Communications Systems Division	Day Watch	Sgt. Miles	(213) 485-2808
Jail Division (Will consider Management Assistant or Management Aide in lieu)	Day Watch	Mary Keating	(213) 485-2545
Metropolitan Division (Will consider Management Assistant or Management Aide in lieu)	Day Watch	Armi Cordeta	(213) 485-4015
Motor Transport Division (Administrative Section)	Day Watch	Lisa Folsom	(213) 485-3495
Ombuds Office (Workplace Assessment Team)	Day Watch	Det. Gonzales	(213) 473-8868
Personnel Division (Sworn Personnel Services Section) (Will consider Management Assistant or Management Aide in lieu)	Day Watch	Sonia Mendoza	(213) 485-3272
Personnel Group (Will consider Management Assistant or Management Aide in lieu)	Day Watch	Sgt. Berglund	(213) 485-8890
West Valley Area (Detective Section) (Will consider Management Assistant or Management Aide in lieu)	Day Watch	Sue Warneck	(818) 756-8591

PRINCIPAL CLERK POLICE II

Information Technology Division	Day Watch	Joyce Richardson	(213) 847-7905
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SECRETARY

Operations-Central Bureau	Day Watch	Sgt. Crump	(213) 485-3101
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MANAGEMENT AIDE

Jail Division	Day Watch	Mary Keating	(213) 485-2551
Valley Traffic Division	Day Watch	Cathy Poulos	(818) 756-8722

SENIOR CLERK TYPIST

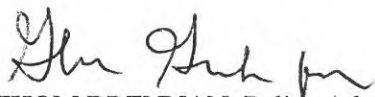
Continuing Education Division (Training and Support Section) (Two positions)	Day Watch	Judy Wright	(310) 342-3764
Critical Incident Investigation Division (Administrative Section) (5/40, 9/80 and 4/10 schedules available) (Two positions)	Day Watch	Lt. Dobine	(213) 485-4011
Information Technology Division (Technical Projects Section) (Two positions)	Day Watch	Joyce Richardson	(213) 847-7905
Jail Division	Day Watch	Mary Keating	(213) 485-2545
Motor Transport Division (Fleet Services Section) (Two positions)	Day Watch	Lisa Folsom	(213) 485-3495
Narcotics Division (NIN/CIS)	Various	Alicia Pena	(213) 485-3835

CLERK TYPIST

Critical Incident Investigation Division (Administrative Section)	Day Watch	Lt. Dobine	(213) 485-4011
Devonshire Area (Records Unit)	AM Watch	Joyce Hannah-Vincent	(818) 756-8287
Harbor Area (Records Unit)	Day Watch	Sheila Woolfolk	(310) 548-7614
Hollywood Area (Records Unit) (Area Office) (Four positions)	Day Watch	Priscilla Scimonetti	(213) 485-4301
Jail Division (Two positions)	Day Watch	Camille Brausam	(213) 485-2547
Narcotics Division (Two positions)	Various	Det. Flynn	(213) 485-3835

CLERK TYPIST (CONT'D)

Personnel Division (Civilian Personnel Services Section) (9/80 schedule available)	Day Watch	Kathy Sheehan	(213) 485-4084
Personnel Division (Personnel Records Section)	Day Watch	Monica Lee	(213) 485-5245
Risk Management Group	Day Watch	Det. Baeza	(213) 978-7080
Scientific Investigation Division (Criminalistics)	Day Watch	Valoy Aybar	(213) 847-0031
Scientific Investigation Division (Photographic Unit)	Various	David Adkins	(213) 485-2541
77th Street Area (Records Unit)	Various	Gloria Jones	(213) 485-4171
South Traffic Division	Day Watch	Cheryl Breaux	(213) 485-7418
Special Operations Support Division	Day Watch	Sgt. Cook	(213) 485-3175
Training Division	Day Watch	Denise Sinclair	(310) 342-5001
Van Nuys Area (Records Unit)	Day Watch	Madelene Davis	(818) 756-8313
West Valley Area (Detective Section)	Day Watch	Sue Warneck	(818) 756-8553
Wilshire Area (Records Unit)	Day Watch	Jeanne Austin	(213) 485-4031



THOM BRENNAN, Police Administrator
Commanding Officer
Personnel Division

Distribution "B"
Disk: PAYGRADE